

Helena JSEC Meeting Minutes

May 26, 2010

Members Present:

Carolyn DeYoung	BCBS of Montana
Pat Roth	Glacier Bancorp, Inc.
Cathy Wood	Student Assistance Foundation
Charles Geary	Department of Corrections
Hayley Emly	American Federal Savings Bank
Tom Antonick	Office of Public Instruction
Deb Buxbaum	Helena Job Service Workforce Center
Sandy Hamlin	Helena Job Service Workforce Center
Dave Laber	Helena Job Service Workforce Center
Guest:	
Shak Emly	Employment Coordinator VA Voc Rehab

Introductions: Members stated their name and business they represent.

Minutes: Before the meeting, Tina brought to Sandy's attention that the scholarship winner's name was spelled wrong in the minutes. The correct spelling is Putnam instead of Putman. Carolyn asked for a motion to accept the minutes. Tom moved and Cathy seconded – approved.

Treasurer Report: In Robert's absence, Sandy gave the Treasurer's Report. Mike Bullock account has \$271.86, and the JSEC account is at \$6,125.68.

Manager's Report: Deb relayed what was happening at the Helena Job Service. The Manager's Report is attached.

Innovation in Business Conference: Carolyn reported on the Innovation in Business Conference that Sandy, Tina, and she attended last week. Those attending agreed it was a good conference overall, and we all learned something new. Mike Cooney announced at the Montana State Employers Council (MSEC) meeting that there may not be a conference next year due to funding. Department of Labor and MSEC are looking at possible alternatives. Carolyn said it has been decided to keep doing it regionally, but that doesn't necessarily mean every year. Sandy thanked everyone for supporting the conference by buying raffle tickets (no one on our committee won ☺). Discussion ensued about teaming up with other conferences such as SHRM and Department of Administration (DOA). Tom said that DOA is for State employees only now.

Bylaws (Incorporation): Dave stated that before he talked about the incorporation, he wanted to thank Hayley and American Federal for the flash drive project. American Federal just bought another 100 flash drives for Job Service to offer their clients. The project should be self-sustaining from this point forward. Job seekers pay \$6.00 for the drives to store their employment information on. Clients appreciate having them

available. Dave said that we are getting a better price this time and each drive has more capacity.

Dave gave us the good news; we are now an official legal entity. The next step as a nonprofit is to submit a copy of the revised bylaws. Everyone should have had a chance to read them electronically. Before the meeting, Larry Westfall suggested adding three officers for the signature page instead of just one. Dave made that change. Deb suggested that MSEC be spelled out, and that change has been made as well. Carolyn reviewed the document with Dave previously and changed a couple of notations that reflected duties for the chair to duties for the coordinator. A few typos and grammatical errors were pointed out. Dave noted and will change. We also discussed the attached affidavit that is required by the Department of Revenue.

Dave offered that we can make amendments at any time, but we do need to have the official bylaws and the affidavit to get the nonprofit status. We need to wrap it up before December; otherwise Department of Revenue is going to want taxes. Charles asked if there was a certain amount of money we can't exceed under nonprofit status. Dave has proceeded with a shorter version, less paperwork, which states we can't make more than \$5,000 per year in gross receipts. So it doesn't matter how much money we have in the bank. Tom moved to ratify the bylaws, Charles seconded – passed. We clarified that the Job Service Manager is a voting member. Sandy stated that she would like to thank Dave for all of the work he has put in to get us to nonprofit status under a 501© (3). All agreed.

Employer Panel: The employer panel will be held on June 10th starting at 8:00 a.m. at the Helena Job Service, rooms 2 & 3. Sandy will send out an informational e-mail by Friday to everyone on the panel. (So far, the panel consists of Charles Geary-Department of Corrections, Tina Whitaker-ESGR, Hayley Emly-American Federal Savings Bank, Carmae Fawaz-BC/BS, and Wendy Coensgen-Macy's). Bryan Bird from Job Service is organizing the questions and will video the session. The panel will be asked questions on resumes', cover letters, applications, and a few other categories. Those questions will be distributed ahead of time for review. Answers can be specific to your office or general in nature. Shak Emly asked if the video would be available for him to share with veterans. Sandy said she is not sure how we will be distributing the video, but she will find out. Tom asked if we could put it on the Job Service website, but Deb indicated we have some real limitations with IT in that regard. Carolyn commented that the original idea for the 'employer panel' was to assist Job Service employees as they work with job seekers. Like specifics on what certain agencies want to see in the application process as well as general practice. Sandy offered that if you feel more comfortable sending your HR people, they are more than welcome to participate. Also, there is a possibility of doing a webinar

September Meeting: Sandy asked if the Helena JSEC still wants to do a Job Service Staff appreciation breakfast in September, and welcome new members at the same

time. Deb would like to encourage Tracey Thennis, who is now in HR at Lowes, to be a member. Carolyn thinks it is a good way to get people back after being off for the summer. Sandy asked if there were any ideas on what to serve. Tom inquired as to how many people would be attending. In the past, Sandy has ordered for about 30. Deb suggested Kathy Bovee from the Capitol Cafeteria, Captain Jacks was also mentioned. Tom offered to do some research and get back to Sandy. The cost is usually around \$270.00 to \$280.00. Tentative date is Thursday, September 16th.

Hidden Agenda: Sandy showed everyone the large fake check we were suppose to present to the scholarship winner today. Kassandra, the winner, works at the bank at Capital High and her work schedule did not allow her to attend our meeting today. The check can be presented unlimited times because it is erasable. One or two members of the Scholarship Committee will try to find a time to present her certificate to her and get a photo. When we receive her proof of enrollment, the check will be sent to her. Also, she will be eligible for the extended scholarship the following year. Tina will be creating a letter to her regarding that. Pat asked about her story. From what Sandy recalls, she goes to Capital High School, works at the bank on that campus, and cares for her disabled sister. Scholarship application material is of course confidential, but Sandy can e-mail copies of the essays to JSEC Members who would like to read them.

Carolyn told everyone that she appreciated them coming to the JSEC meetings, and wished all a great summer. She noted that Sandy will keep us posted on what we need to know in the meantime.

Meeting adjourned.